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PROGRESSIVE PRACTICE: Go for the TOEIC® Test

Directions: Read the passages. Four answer options are given below each of the incomplete sentences. Choose the best answers to complete the sentences. Mark (A), (B), (C), or (D).

Questions 1–3 refer to the following notice.

Notice to All Building Users

This is to inform you that repairs will be made to all the elevators in the building starting next week. The north elevators will be out of _____ from midnight Monday

1. (A) operate
(B) operator
(C) operation
(D) operable

until midnight Tuesday. In order to avoid _____ the

2. (A) crowd
(B) crowding
(C) to crowd
(D) might crowd

other elevators, we ask you to use the stairs whenever possible during that time. Work on the south elevators will begin at a later date to be determined. Thank you for your understanding. We regret any _____ this may cause.

3. (A) indefinite
(B) inconsistence
(C) inexperience
(D) inconvenience

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Questions 4–6 refer to the following letter.

Dear Customer,

We at Stateside Bank are excited about some new services we will be offering preferred customers such as you. As a small business owner, you may have wondered where to turn for financial _____. Now Stateside Bank is here to offer you the

4. (A) advise
(B) advice
(C) advisor
(D) advisable

support you need to keep your business in good financial health. When our new Small Business Section opens next month, we will have _____ counselors available to

5. (A) expired
(B) expensive
(C) experienced
(D) experimented

help you make decisions about investments and loans. We can help you develop a sound business plan, and we can show you how to invest your money to ensure the success of your business. Statistics tell us that the majority of small businesses fail within the first five years. _____ doesn't have to be one of them. Call Stateside

6. (A) Ours
(B) Yours
(C) Mine
(D) Theirs

Bank today to find out how we can help you stay successful.

Sincerely,
Roger Moorehead
Small Business Manager

www.4english.ru

Questions 7–9 refer to the following memo.

To: All staff
From: Mark Spyri
Re: Staff meeting

This is to remind you that the monthly staff meeting will take place next Friday afternoon from 1:00–3:00 in the conference room. Attendance at this meeting is _____. If there is an urgent reason why you cannot attend, I need to know

7. (A) mandatory
(B) attractive
(C) professional
(D) punctual

about it ahead of time, so please discuss it with me _____ the meeting. The

8. (A) after
(B) while
(C) during
(D) before

meeting agenda includes a discussion of certain personnel procedures, so you should _____ your copy of the employee manual with you. A complete

9. (A) bring
(B) bringing
(C) to bring
(D) can bring

agenda will be made available on the day of the meeting.

Thank you.

Questions 10–12 refer to the following ad.

Parkside Hotel

Whether you are traveling for business or pleasure, the Parkside Hotel offers you all the _____ of home, from clean and cozy rooms to delicious meals in our café and

10. (A) comforts
(B) comforting
(C) comfortable
(D) comfortably

restaurant, and warm and friendly service from our professionally trained staff. Our convenient downtown location makes it easy to _____ public transportation,

11. (A) acquire
(B) assess
(C) assure
(D) access

museums, restaurants, theaters, and the new City Convention Center. Call or e-mail us today to reserve a room at the Parkside Hotel. You won't regret _____!

12. (A) us
(B) it
(C) you
(D) them

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TOEIC® Test Part 7: Reading Comprehension

Part 7 of the Reading Test consists of reading passages of varying lengths accompanied by reading comprehension questions. In the first section of Part 7, you read approximately ten single passages with a total of 28 questions. In the second section, you read four pairs of passages, each with a set of five questions that apply to both passages in the pair. There are a total of 48 questions in Part 7.

Topics for Part 7 reading passages may include:

- *E-mails, letters, and memos*
- *Advertisements*
- *Notices*
- *Articles and reports*
- *Forms*
- *Charts, tables, graphs, and schedules*

QUICK GUIDE: Reading Comprehension

Definition

Part 7 is a test of your reading comprehension. It requires you to read and comprehend main idea and detail information in a variety of passage types.

Targeted Skills

In order to correctly answer Part 7 questions, you must be able to:

- understand the main idea of a reading passage.
- identify details in a reading passage.
- make inferences based on details.
- skim to get the general idea of a reading passage.
- scan for specific information.
- identify correct definitions of vocabulary words.

Question Types

- **Main Idea:** *What is this article mainly about?*
- **Detail:** *What time does the last train leave?*
- **Inference:** *What will probably happen next week?*
- **Vocabulary:** *The word "spectacle" in line 7 is closest in meaning to*

Things to Watch For

Because these are comprehension questions, you will need to be careful that you have identified the correct information within the passage. You will also need to watch for the following in questions and answer options.

- **Paraphrases:** *noon* vs. *12:00*
- **Negative Questions:** *Which product is NOT available online?*
- **Audience:** *Who is this information for?*
- **Double Passages:** You may need to confirm or compare information in two passages.

www.freenglish.ru

PROGRESSIVE PRACTICE: Go for the TOEIC® Test

Directions: In this part, you will read different types of texts. The texts are followed by questions. Choose the best answers to the questions, and mark (A), (B), (C), or (D).

Questions 1–3 refer to the following article.

Lamp Sales Up

Wilson Manufacturers announced that sales of lamps, the company's major product, increased dramatically during the final quarter of the year. Sales were up 15 percent from the preceding quarter and were 25 percent higher than during the same period of the preceding year. "Of course we normally expect higher sales during the holiday season," said company spokesperson Amanda Randall. "But that doesn't explain such a dramatic increase, especially when you compare the figures to last year's holiday sales. This year's sales are significantly higher." Ms. Randall attributes the success to her company's new approach to marketing. "We've put advertisements everywhere, and everyone is talking about them," she said. The rise in popularity of the lamps has inspired other companies to jump on the bandwagon and manufacture a similar line of products. "We aren't afraid of competitors," said Ms. Randall. "We know we have a quality product. It's the best in the market. Even though we may have higher pricing, people still know a genuine Wilson lamp when they see one."

1. When did lamp sales go up?

(A) Sometime in the first six months of the year
(B) During the last three months of the year
(C) At the beginning of last year
(D) In the middle of last year

2. According to Ms. Randall, what caused sales to go up?

(A) The holiday season
(B) An advertising campaign
(C) Lack of competitors
(D) Improved manufacturing

3. What does Ms. Randall say about her company's product?

(A) It is superior to other companies' products.
(B) It costs less than other companies' products.
(C) It has been selling well for several years.
(D) Its popularity will continue to increase.

Questions 4–6 refer to the following instructions.

TX 9000 Owner's Manual
Using Your New TX 9000

- To ensure proper functioning, make sure the battery is fully charged before use. Attach the accompanying power cord and connect it to an electrical outlet for at least ten hours.
- To make a call, press the power button and wait until you hear a dial tone. Then dial the number.
- Frequently used numbers may be stored. Press *1 and follow the instructions on the screen to store a number.
- To retrieve your voicemail, press *9 and follow the recorded instructions.

Maintenance

- Harsh detergents and coarse materials such as steel wool may scratch the surface of the TX 9000. Complete immersion in water may damage it permanently. Wipe gently with a damp cloth. A small amount of mild soap may be applied. Dry with a clean cloth or paper towel.
- If the TX 9000 should cease to function, do not attempt to repair it yourself. Call a qualified technician.

4. What are these instructions for?

(A) A CD player
(B) A telephone
(C) A battery charger
(D) A dishwasher

5. The word "retrieve" in line 12 is closest in meaning to

(A) get
(B) send
(C) share
(D) record

6. How should the TX 9000 be cleaned?

(A) By scrubbing it with steel wool
(B) By rubbing it softly with a cloth
(C) By pouring detergent into it
(D) By dipping it in water

Questions 7–9 refer to the following article.

Cotton is heading for a big slump as this year's harvest swells supplies. Shortages that drove costs higher than ever before over the past five years are now easing up. As a result, by the end of September, prices had plunged 25 percent for the year and will probably drop even more before the end of December, according to figures reported by the National Cotton Producers Association. In the meantime, supplies have expanded, boosting inventories to higher levels than have been seen in at least five years.

Cotton production is expanding and is expected to continue to do so. Last year's price rise encouraged farmers to plant more, and successful methods of combating common diseases and pests have increased crop yields. The continuing spell of favorable weather has also been encouraging to cotton producers, many of whom were almost wiped out by the droughts of the past decade. The National Cotton Producers Association will release the final figures for this year's harvest in its annual report, due out in January.

7. What does the article say about this year's cotton prices?

(A) They have gone up.

(B) They have gone down.

(C) They will stay the same.

(D) They are expected to go up soon.

8. What has affected this year's cotton supply?

(A) Increased production

(B) Poor weather conditions

(C) Decreased demand

(D) Devastation by disease

9. When will the yearly report on cotton production be available?

(A) At the beginning of the year

(B) At the end of the year

(C) In September

(D) Before December

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Questions 10–14 refer to the following two letters.

November 16, 20—

Edmund Marcus
Marketing Director
Findlay Manufacturing Company
P.O. Box 99
Outback, IL 79930

Dear Mr. Marcus:

I am interested in applying for a position in the Marketing Department of the Findlay Manufacturing Company. I recently graduated from the university with a degree in sales and marketing. My job experience includes working as an assistant at a local import-export firm. I worked at this job for three summers in a row while I was completing my university degree. Although I don't have any direct experience working in marketing, I took several university courses in this area, and I got high grades in all my classes. I am enclosing my résumé and can provide you with letters of recommendation from my professors as well as from my supervisor at the import-export firm. I am particularly interested in market research. However, I would be happy to consider any available positions you may have in your department. I look forward to hearing from you.

Sincerely,

Myra Collins

November 30, 20—

Myra Collins
156 Robin Lane
Outback, IL 79932

Dear Ms. Collins:

Thank you very much for your letter inquiring about positions at our company. Your academic record is impressive, as is your enthusiasm for your future career. I appreciate your interest in working for Findlay Manufacturing. Unfortunately, we don't have any openings in our department for someone with your limited work history. The research work in which you expressed an interest requires a minimum of three years, experience in the field. Other positions in our department would require something similar. I suggest that you spend some time gaining some practice in your chosen field. One way to do this would be to get a position as an intern. While you would not be paid for this type of position, it would help you get the experience you need. My colleague Ms. Richardson is currently looking for interns to help out in the Marketing Department at her company. With your permission, I would like to forward the information you sent me to her office. Then she would be in touch with you about an internship with her company. Please let me know if this would work for you. Again, thank you for your interest in Findlay, and I wish you all the best of luck.

Sincerely,

Edmund P. Marcus

mcfreenglish.ru

10. Why did Ms. Collins write the letter?

(A) To ask for employment

(B) To ask for a recommendation

(C) To ask for information about the company

(D) To ask for Ms. Richardson's contact information

11. What field of work is Ms. Collins interested in?

(A) Importing and exporting

(B) Teaching college

(C) Manufacturing

(D) Marketing

12. What does Mr. Marcus say about Ms. Collins?

(A) She is highly skilled in her field.

(B) She lacks interest in her career.

(C) She was a bad student.

(D) She has insufficient experience.

13. What does Mr. Marcus recommend to Ms. Collins?

(A) Taking university courses

(B) Getting more work experience

(C) Looking for a job with higher pay

(D) Applying for a position as a researcher

14. What does Mr. Marcus want to send to Ms. Richardson?

(A) A résumé

(B) Academic records

(C) A university diploma

(D) Letters of recommendation

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Questions 15–19 refer to the following schedule and e-mail.

Association of Financial Consultants
Annual Conference

Ryegate Convention Center
May 10–12, 20—

Friday,	May 10	
	5:00–7:00 p.m.	Social Hour
	7:30 p.m.	Dinner
		Keynote Address by Dr. Andrew Brown
Saturday,	May 11	
	8:30 a.m.–12:00 P.M.	Morning Workshop Sessions
	12:30–1:30 P.M.	Lunch
	2:00–5:00 P.M.	Afternoon Workshop Sessions
	8:00 P.M.	Awards Banquet
Sunday,	May 12	
	8:30–9:30 P.M.	Breakfast
	10:00 P.M.	City Sightseeing by Bus

From... elizabethmac@safemore.com

To... samjones@finance4u.com

Send

Sent... April 15, 20--

Subject: Annual Conference

Hi Sam,

I've been looking over the schedule for the annual conference coming up next month. I heard you were planning to attend, too. Since we'll both be there, I thought it would be a good idea to find a time to get together. Then we would have a chance to talk about our project face to face. It seems the most convenient way. Originally, I had hoped we could talk during the Friday social hour. Unfortunately, because of my flight schedule, it looks like I'll have to miss that entirely. I will, however, be there in time for the dinner and keynote address. I wouldn't want to miss a minute of that event. But that's not a good time to talk. What about lunch Saturday? If that doesn't work for you, then we could try late in the afternoon after the workshops are over. I would have a couple of hours free then. Afterward, I'll be going out to dinner with friends. Let me know what works for you.

Elizabeth

15. What is probably Elizabeth's job?

(A) Administrative assistant
(B) Financial consultant
(C) Conference planner
(D) Tour guide

16. Why did Elizabeth write the e-mail?

(A) To schedule a meeting with Sam
(B) To ask for workshop information
(C) To invite Sam to attend the conference
(D) To propose a new project

17. What time will Elizabeth arrive on Friday?

(A) At 5:00
(B) Before 7:00
(C) By 7:30
(D) After 7:30

18. What will Elizabeth do on Saturday evening?

(A) Attend the banquet
(B) Meet Sam
(C) Talk with colleagues
(D) Eat with friends

19. What event will happen on Sunday?

(A) A lunch
(B) A tour
(C) A workshop
(D) A banquet

Reading Part 6

WALK THROUGH: Text Completion, pg 137

1. D **2.** A **3.** C

GET IT RIGHT: Passage Types

TIP 1 TASK 1 pg 138

1. a business letter
2. months; days of the week
3. yes
4. yes
5. no

TIP 1 TASK 2 pg 139

1. a **3.** b **5.** a
2. b **4.** a

Try a TOEIC Test Question pg 139

1. B

GET IT RIGHT: Grammar-Based Questions

TIP 1 TASK pg 140

1. close on **3.** finish up
2. applied for

TIP 2 TASK pg 141

1. Tara knew Mr. Finely would write her a glowing recommendation.
2. Due to her brief absence, Amparo was not aware of the changes in the office.
3. Terrance Industries outearned its leading competitor last year.

TIP 3 TASK pg 141

Due to; Consequently; Regardless

Try a TOEIC Test Question pg 142

1. C **2.** C **3.** A

GET IT RIGHT: Contextual Questions

TIP 1 TASK pg 142

Banking: loan, withdraw, checkbook
Employment: hiring manager, recruit, résumé
Marketing: billboard, ad campaign, target customer
Accounting: expense, receipt, balance sheet

TIP 2 TASK pg 143

1. × **4.** ✓ **7.** ✓
2. ✓ **5.** × **8.** ✓
3. × **6.** ✓ **9.** ×

Try a TOEIC Test Question pg 143

1. C **2.** A **3.** D

Progressive Practice: Get Ready

Questions 1–3, Part A pg 144

1 - a past tense verb; 2 - a singular pronoun; 3 - a gerund form of a verb

Progressive Practice: Get Set pgs 146–148

1. Word Type: Part of a passive verb
Correct Answer: C
Answer Analysis: D, C, B, A
2. Word Type: A singular noun
Correct Answer: A
Answer Analysis: D, C, B, A
3. Word Type: An adjective
Correct Answer: C
Answer Analysis: C, B, A, D
4. Word Type: A future tense verb
Correct Answer: B
Answer Analysis: A, D, C, B
5. Word Type: A base form of a verb
Correct Answer: A
Answer Analysis: D, B, A, C
6. Word Type: A plural form of a noun
Correct Answer: A
Answer Analysis: A, C, D, B

Progressive Practice: Go for the TOEIC Test pg 149–151

1. C. "Operation" is a noun following a preposition.
2. B. The verb "avoid" is followed by a gerund.
3. D. "Inconvenience" means "difficulty" or "discomfort."
4. B. "Advice" is a noun that's the object of the preposition "for" and modified by the adjective "financial."
5. C. "Experienced" means "knowledgeable."
6. B. "Yours" is a second person possessive pronoun. It refers to the person to whom the letter is addressed.
7. A. "Mandatory" means "required."
8. D. The writer of the memo wants to hear about the reasons "ahead of time," which is the meaning of "before."
9. A. "Should" is a modal, so it is followed by a base form verb.
10. A. "Comforts" is a plural noun.
11. D. "Access" means "get to or reach something."
12. B. "It" is the singular pronoun that refers to the phrase about reserving a room at the hotel.

Reading Part 7

WALK THROUGH: Reading Comprehension, pg 153

1. B **2.** A **3.** D

GET IT RIGHT: Passage Types

TASK pgs 155–156

a. Graphical text
b. Article
c. General correspondence
d. Form
e. Notice
f. Instructions
g. Advertisement

GET IT RIGHT: Double Passages

TIP 1 TASK pg 157

1. B

TIP 2 TASK pg 158

Correct Answer: a. The correction says the advertisement should say "a free tent light with any purchase over $50." Only the tent is over $50.

TIP 3 TASK pg 159

1. c **2.** b **3.** a

GET IT RIGHT: Main Idea Questions

TIP 1 TASK pg 160

1. c **2.** a **3.** b

TIP 2 TASK pg 160

1. b **2.** a **3.** b

TIP 3 TASK pg 161

☑ A new study shows that performance-based payment may not be as effective as experts once believed. ☒ In a recent survey, researchers asked employees at companies that offer performance-based payment for feedback. ☒ Out of one hundred employees surveyed, only ten reported being "very happy" with the system. ☒ The majority of employees (nearly seventy percent) reported being "unhappy" or "very unhappy" with the system.

TIP 4 TASK pg 161

1. shoe store; **2.** pharmacy; **3.** grocery store

TIP 5 TASK pg 162

I am writing to inquire about the assistant position advertised in the classified section of last Sunday's edition of *The Harrington Tribune*.

1. b

Try a TOEIC Test Question pg 162

1. B

GET IT RIGHT: Detail Questions

TIP 1 TASK pg 164

1. When, conference; **Correct Answer:** a; **2.** Why, Ms. Bybee, airport; **Correct Answer:** b; **3.** How much, Mr. Tan, jacket; **Correct Answer:** b; **4.** NOT true, Bloomfield Industries; **Correct Answer:** a; **5.** Where, company's headquarters; **Correct Answer:** b

TIP 2 TASK pg 164

List 1: 1. ✓ 2. ✓ 4. ✓ 5. ✓ **List 2:** 1. ✓ 3. ✓

TIP 3 TASK pg 165

1. d **2.** b

Try a TOEIC Test Question pg 165

1. B **2.** A

GET IT RIGHT: Inference Questions

TIP 1 TASK pg 166

Times / Dates: Ten nights; March 4; March 23; April 5

Locations: Fort Lauderdale, Florida; Mexico; Belize; Cayman Islands

TIP 2 TASK pg 166

1. ☑ Ten nights **3.** ☑ Ports of call in Mexico, Belize, and the Cayman Islands

Try a TOEIC Test Question pg 167

1. B **2.** A

GET IT RIGHT: Vocabulary Questions

TIP 1 TASK pg 168

1. considerably **2.** frigid **3.** financial

TIP 2 TASK pg 168

1. renewals - renovations **2.** limited - suspicious

3. terminals - candidates

Try a TOEIC Test Question pg 169

1. D **2.** A

Progressive Practice: Get Set pgs 173–178

1. Correct Answer: B **Answer Analysis:** D, B, C, A

2. Correct Answer: C **Answer Analysis:** C, D, A, B

3. Correct Answer: D **Answer Analysis:** A, B, D, C

4. Correct Answer: A **Answer Analysis:** B, A, D, C

5. Correct Answer: B **Answer Analysis:** B, C, A, D

6. Correct Answer: B **Answer Analysis:** C, D, B, A

7. Correct Answer: B **Answer Analysis:** C, B, D, A

8. Correct Answer: A **Answer Analysis:** D, C, B, A

9. Correct Answer: D **Answer Analysis:** A, C, D, B

10. Correct Answer: C **Answer Analysis:** C, B, D, A

11. Correct Answer: B **Answer Analysis:** C, A, B, D

Progressive Practice: Go for the TOEIC Test pgs 179–185

1. B. One quarter of a year is equivalent to three months. According to the article, sales went up during the last quarter of the year.

2. B. The article states, "Ms. Randall attributes the success to her company's new approach to marketing," and she mentions advertising, so (B) is an appropriate inference.

3. A. The article quotes Ms. Randall as saying about her product, "It's the best in the market." This means it is superior to other companies' products.

4. B. You can use the TX 9000 to make a call, dial a number, and hear voicemail, so it must be a telephone. Option (B) is an appropriate inference.

5. A. "Retrieve" means "get" or "pick up."

6. B. The instructions say, "Wipe gently with a damp cloth." Option (B) is a correct paraphrase.

7. B. According to the article, prices have "plunged." This means the same as (B).

8. A. According to the article, "Cotton production is expanding" This means farmers have planted more, so (A) is an appropriate inference.

9. A. The annual report is "due out in January." This is the beginning of the year.

10. A. Ms. Collins writes that she is "interested in applying for a position" This means she is asking for employment.

11. D. Ms. Collins states at the beginning of her letter that she is interested in a position in the Marketing Department, and she later says she is particularly interested in market research.

12. D. Mr. Marcus mentions, her "limited work history." This means she has "insufficient experience."

13. B. Mr. Marcus writes, "I suggest that you spend some time gaining some practice in your chosen field."

14. A. Ms. Collins enclosed a résumé with her letter, and Mr. Marcus wants to send the information she gave him to Ms. Richardson. The "information" refers to the résumé.

15. B. She is planning to attend a conference for financial consultants.

16. A. She wants to find a time to get together and talk with Sam during the conference.

17. C. She says she will miss the entire social hour (5:00–7:00) but will arrive in time for the dinner, which starts at 7:30. So she will arrive sometime between 7:00 and 7:30.

18. D. She tells Sam that she will have dinner with friends on Saturday.

19. B. The schedule lists "City Sightseeing by Bus" on Sunday morning.

Reading Practice Test pgs 188–211

Part 5

101. C	**111.** B	**121.** B	**131.** C
102. D	**112.** C	**122.** C	**132.** D
103. A	**113.** A	**123.** A	**133.** A
104. C	**114.** D	**124.** D	**134.** C
105. B	**115.** D	**125.** D	**135.** D
106. B	**116.** B	**126.** A	**136.** B
107. C	**117.** C	**127.** C	**137.** C
108. D	**118.** A	**128.** B	**138.** D
109. A	**119.** A	**129.** B	**139.** A
110. C	**120.** B	**130.** A	**140.** D

Part 6

141. A	**144.** B	**147.** C	**150.** C
142. D	**145.** B	**148.** D	**151.** B
143. C	**146.** A	**149.** A	**152.** C

Part 7

153. C	**165.** C	**177.** C	**189.** C
154. D	**166.** A	**178.** B	**190.** D
155. A	**167.** D	**179.** C	**191.** A
156. B	**168.** D	**180.** A	**192.** C
157. B	**169.** D	**181.** C	**193.** B
158. A	**170.** A	**182.** B	**194.** D
159. C	**171.** D	**183.** D	**195.** B
160. A	**172.** C	**184.** A	**196.** C
161. B	**173.** A	**185.** D	**197.** A
162. C	**174.** A	**186.** A	**198.** B
163. B	**175.** B	**187.** A	**199.** D
164. A	**176.** D	**188.** C	**200.** D

Audio Scripts for Listening

Part 1

Track 1-01 pg 7

Narrator: LISTENING Part 1: Photos
WALK THROUGH: Photos
What You'll Hear

Look at the photo marked number 1 in your test book.

(A) They're looking for seating.

(B) They're having a meeting.

(C) They're reading newspapers.

(D) They're eating a meal.

Track 1-02 pgs 10–11

Narrator: GET IT RIGHT: Statement Types
Statements About Condition
TIP TASK

Narrator: Number 1. A.

Woman: The woman has a clipboard.

Narrator: B.

Woman: The man's glasses are in his hand.

Narrator: Number 2. A.

Man: The tables have umbrellas.

Narrator: B.

Man: The tables are outside.

Narrator: Number 3. A.

Woman: The vase is empty.

Narrator: B.

Woman: There's a clock on the desk.

Track 1-03 pg 14

Narrator: GET IT RIGHT: Common Distracter Types
Incorrect Information
Try a TOEIC Test Question
A.

Man: He's pointing at the screen.

Narrator: B.

Man: The computer is closed.

Narrator: C.

Man: She's looking at the screen.

Narrator: D.

Man: He's buying a computer.

Track 1-04 pg 16

Narrator: GET IT RIGHT: Common Distracter Types
Similar-Sounding Words
TASK 2
Number 1.

Woman: The man is drinking tea at his desk.